

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Wednesday, 14 February 2024 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Ian Gordon (Chair), Emily Fish, Mandy Hallisey & Matthew Miller-Hall

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/24/022 – Public Questions Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]

None.

F/24/023 – Impact COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/24/024 – To agree and sign the Minutes of the Meeting held on 17 January 2024

The minutes of the previous meeting were then agreed as a true record of the meeting.

F/24/025 – Matters arising from the meeting held on 17 January 2024

None.

F/24/026 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – Clarification of information required for additional speed sign –

It was agreed to circulate the document to all members with questions being sent back to the Clerk for forwarding to the planning & highways committee.

Action – Speed sign proposal document to be circulated.

Finance, Administration & Remuneration –

- Hampshire Association of Local Councils (HALC) annual conference – HALC's annual conference is on the 20th March 2024. As we are members attendance will cost £75.00 per person.

It was agreed for the Clerk to attend the conference. It was also agreed for Cllr Gordon to attend as Chair of the FAR committee.

Recreation & Amenities (R&A) –

- Accessible Roundabout – Additional quotation being obtained by request from R&A.
- Eversley Park fencing removal – Two quotations had been obtained to remove the fencing around the lower football pitch:

- Quotation A = £4,015.00
- Quotation B = £2,497.00

It was agreed proceed with R&A's recommendation to accept quotation B, from J.B. Corrie Fencing.

- Fraser Road CCTV – Three quotations had been received for the installation of CCTV covering Fraser Road play area:

- Quotation A = £3,021.66
- Quotation B = £2,123.16
- Quotation C = £4,215.30

It was agreed to proceed with R&A's recommendation to accept quotation A.

It was also agreed to accept the quotation from M.R.S. Services for the cutting of a trench in the tarmac to facilitate the installation at a total cost of £105.00.

- Fraser Road play area – Potential additional works – It was agreed to proceed with the quotation from Redlynch Leisure for the additional play area fencing at Fraser Road play area at a cost of £2,026.00.
- Resurfacing at Lovedon Lane burial ground – Two quotations had been received for the resurfacing of the burial ground access road and removal of tree roots:
 - Quotation A = £12,126.00.
 - Quotation B = £10,246.00.

It was agreed proceed with R&A's recommendation to accept quotation B.

- Levelling of graves at Lovedon Lane Burial Ground – It was agreed to proceed with the levelling of 5 graves (including the removal of spoil) and re-instatement of the further 20 graves, at a total cost of £1,350.00. This work will be undertaken by our grounds contractors.

Communications – None.

Grants – None.

F/24/027 – To receive the statement of accounts and management reports for period ended 17 January 2024

The Clerk gave a presentation of the accounts for the month ending 17 January 2024 (see attached).

The Clerk noted that the refund for previously charged pitch VAT has been received. It was agreed to retain these funds to help fund the cost of the pitch renovations if we are permitted to do so.

Action – Clerk to confirm the status of the funds if kept.

F/24/028 – Review of fees & charges – Members reviewed an income vs expenditure report for the Burial Ground covering the last ten years (including this year).

Action – Clerk to review the ratio of burials to cremations and add further comparative prices from other councils and the local church.

F/24/029 – To review the draft Forecast Outturn (2023/24) and budget (2024/25)

Members revised the draft Forecast Outturn and budget, and it was amended to reflect the revised burial ground resurfacing costs (see attached).

F/24/030 – To authorise the payment listing.

Members reviewed and authorised all payments on the listing (see attached).

F/24/031 – Parish Council play areas –

- Eversley Park play area - update including tower installation & zipline re-painting – The Clerk gave an update to members on the current status of the tower and zipline.

F/24/032 – Review of Financial Regulations & Investment policies

The Clerks are drafting a schedule for the reviewing of documents throughout the year including these two documents.

F/24/033 – Potential additional community use for Kings Worthy Community Centre

No update has been received.

Action – Cllr Miller-Hall to share contact details for the Clerk to formally write a letter.

F/24/034 – Remuneration & staffing

- Clerk's remaining holiday – It was agreed to allow the Clerk to take over 5-days (non-statutory) holiday to the next leave year.
- Staff remuneration – potential additional benefits – After discussion, it was agreed to obtain costs for providing the Deputy Clerk with a membership to the Society for Local Council Clerks (SLCC). This provides both member benefits and allows the Deputy Clerk to obtain advice directly.

Action – Obtain membership costs for review.

- Role of the Clerk & Deputy Clerk – Information to be distributed to all members.

Action – Cllr Miller-Hall to share information.

F/24/035 – Tubbs Hall – landlord's responsibilities

- Update on the fire door on Disabled toilet – The door has been adjusted again but neither the door nor frame appear square. After discussion, it was agreed for Cllr Fish

to undertake a review of the door set and provide advice.

Action – Cllr Fish to contact Clerk to arrange a date.

- Meeting with Tubbs Hall Management Committee to discuss a potential automatic door closer and proposed sub-lease – The Clerk has written to the Chair of the committee to request a meeting.

F/24/036 – Potential change to accounting software

The Clerk is awaiting a response to his queries.

F/24/037 – Potential alternative email provider

The Clerk noted that having researched the requirements for gov.uk domain, changes will be required to the Council's website going forward. The change in domain will also require the use of an approved registrar for the domain.

After discussion and given the age of the current website, it was agreed to obtain quotation(s) for this work including the change to a gov.uk domain and email system.

Action – Obtain quotation(s) from approved contractors for the above work.

F/24/038 – Potential induction loop for the meeting room

After discussion, it was agreed to obtain a cost to obtain a quotation for the induction loop to increase inclusivity at council meetings.

F/24/038 – Legal issues

The Clerk updated members on the current status of the potential access issue.

F/24/039 – Items for inclusion in council communications

None.

F/24/040 – Responsible Finance Officer / Clerk's Notices

None.

F/24/041 – Chairman's Notices

None.

F/24/042 – Items for discussion at the next meeting on 25 March 2024

None.

Meeting Closed at 20:47.

Signed:

Date:

Management Accounts for the period ending 31st January 2024 (including Forecast Outturn & Budget)

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39	£0.00
Finance, Administration & Remuneration	£184,096.44	£137,805.90	£165,351.10	£27,545.20	£199,148.88	£188,642.50
Kings Worthy Community Centre	£7,930.97	£5,948.22	£1,830.00	-£4,118.22	£9,109.59	£7,151.26
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£5,400.86	£13,728.23	£8,327.37	£13,728.23	£11,144.60
Totals:	£209,168.37	£158,662.29	£197,865.72	£39,203.43	£238,943.09	£206,938.36

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£83,447.38	£83,447.38	£84,466.08	£1,018.70	£84,466.08	£0.00
Finance, Administration & Remuneration	£107,921.03	£85,066.59	£93,195.73	-£8,129.14	£111,839.84	£110,603.34
Kings Worthy Community Centre	£11,120.16	£8,118.83	£8,187.31	-£68.48	£17,227.13	£9,396.25
Planning & Highways	£11,070.00	£5,309.90	£4,284.40	£1,025.50	£8,475.54	£9,386.39
Recreation & Amenities	£94,196.54	£76,430.43	£87,703.32	-£11,272.89	£153,328.46	£76,941.54
Totals:	£307,755.10	£258,373.12	£277,836.84	-£17,426.32	£375,337.05	£206,327.53

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Actual Year to Date Position	-£98,586.74	£-99,710.83	-£79,9741.12	£19,739.71	-£136,393.96	£610.83

Memorandum Position - (Excluding CIL income, CIL expenditure, play area spend)

Memorandum Year to Date Position:	-£6,269.15	-£10,153.42	£10,421.33	£20,574.75	-£3,558.29	£610.83
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Balance Sheet for period ending 31st January 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£5,198.73
Unity Trust Tailored Deposit Account - 2.75% AER	£113,085.43
Sub-Total:	£118,284.16

<u>Investments/Deposits</u>	
Nationwide variable (35-day notice) – 3.1% AER	£85,00.00
Sub-Total:	£85,000.00

<u>Other</u>	
B4B Procurement Card	£152.04
Debtors	£1,384.17
Prepayments	£0.00
Sub-Total:	£1,536.21

Total Current Assets:	£204,820.37
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Current Liabilities	
Trade Creditors	£17,663.54
Retentions	£4,868.71
Received on Account (inc. Precept)	£30,504.18
PAYE Payments Due	£354.16
NI Payments Due	£945.68
Pension Payments Due	£1,403.50
VAT to be Paid	£0.00
VAT to be Reclaimed	-£904.32
VAT that has been Reclaimed but not received	-£7,896.47
Total Current Liabilities:	£46,938.98

Current Assets Minus Liabilities:	£157,881.39
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Earmarked Funds in Reserve	
Play area maintenance reserve	£18,897.66
CIL Reserve	£2,186.25
Total Current Reserves:	£21,156.91

Net Assets	
General Reserves (inc. £24,727.65 for tree works)	£216,695.60
Profit & Loss Year to Date	-£79,971.12
Total Net Assets:	£136,724.48

Payment Authorisation Listing – February 2024

Committees:

FAR = Finance, Administration & Remuneration

FAR (KWCC) = Kings Worthy Community Centre

PC = Parish Council

P&H = Planning & Highways

R&A = Recreation & Amenities

Payments previously authorised on the bank (paid to meet payment deadlines)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/01/2024	R&A	Glasdon UK Ltd	Returned item (Original delivery charge and re-stocking fee)	Dog Bins	£30.41	£0.00
16/01/2024	R&A	Plane Arboriculture Ltd	Site meeting attended on 10/01/2024 to discuss tree works	Tree Works	£160.00	£0.00
30/01/2024	R&A	Cllr Steve Waters	10x Hi-vis jackets for litter pick	Litter Pickers and Bins	£19.50	£3.25
Total:					£209.91	£3.25

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
29/01/2024	FAR	CSS Total Security Ltd	Call out contracted in working hours to include 30 minutes site time	External Doors	£102.00	£0.00
01/02/2024	FAR	Citizens Advice Winchester District	Community grant towards the cost of providing outreach sessions within the community	Grants to village organisations	£850.00	£0.00

12/02/2024	R&A	Green Smile Ltd	The additional cost of cutting the Lovedon Fields hedge and associated tree work. As set out in the tender.	Contract Maintenance	£420.00	£0.00
				Total:	£1,372.00	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/01/2024	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre - monthly	Water - Tubbs Hall	£20.00	£0.00
15/01/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£121.80	£0.00
17/01/2024	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas - monthly	Electricity & Gas - Tubbs Hall	£552.04	£0.00
17/01/2024	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/01/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£80.51	£0.00
29/01/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
31/01/2024	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£2.27	£0.00
				Total:	£5,610.02	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/01/2024	FAR	Parish Council employees	January salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,592.02	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/01/2024	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
08/01/2024	FAR	Royal Mail Group Ltd (t/a Parcelforce)	Return of 2 parcels to supplier (incorrect size)	Postage & Carriage	£15.20	£0.00
18/01/2024	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£20.64	£0.00
19/01/2024	FAR	HM Land Registry	Search to confirm ownership of drainage ditch	Legal & Professional Fees	£6.00	£0.00
22/01/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
31/01/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£1.31	£0.00
Total:					£55.15	£0.00